

Construction Design Services

North Country Food Co-op

Request for Qualifications

January 29th 2016

Introduction:

North Country Food Co-op (NCFC), a natural foods grocery store in downtown Plattsburgh, New York, is seeking proposals from qualified firms for design services involving the renovation of NCFC property at 25 Bridge Street. Design services will be confined to the building façade, which is approximately 58 feet long by 40 feet high, and the building first floor, which is approximately 2,400 square feet.

These building renovations, including the design services discussed in this RFP, are being funded by a grant issued by New York State Homes and Community Renewal (HCR) NY Main Street Program. The grant is being issued to NCFC via the City of Plattsburgh, which has sponsored the building renovation project. Bidding firms should be prepared to work closely with HCR, NCFC, and the City of Plattsburgh. Prior experience with providing design services under the NY Main Streets Program or other Community Development Block Grant programs is strongly preferred. The project has a budget of up to \$17,000 for design services.

Key Project Tasks:

NCFC is looking for the architecture firm to provide the following (not listed in order of preference):

- I. An updated schematic design for the building, incorporating any approved design changes. The current schematic design for the project is provided as an attachment to this RFP.
- II. Specific conceptual drawing and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
- III. Help with the selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience, their reputation for on-time and on-budget performance, and their financial credibility.
- IV. Work with NCFC and the City of Plattsburgh to realize the project's 10% MBE goal and 10% WBE goal.
- V. Preparation of necessary bid documents to be sent to construction firms for bidding the project.
- VI. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (NCFC will have legal representation) if standard AIA contract documents are not used.
- VII. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.

- VIII. Assistance, where necessary, with government approval processes (i.e., permits).
- IX. Final sign-off on the project, when the completed project represents meets the specifications and drawings provided in bid documents.
- X. Some work on the building has already been done, namely the design work for the “prep room” and “walk in cooler” on the first floor (see schematic design). This area of the main floor is excluded from the RFP. Construction of this prep room and walk in cooler is slated to be complete by March or April of 2016.
- XI. Some work to the façade, namely the awning and green paneling surrounding the awning, was already completed as part of an early NY Main Streets grant project. This area of the façade is excluded from the RFP.
- XII. Renovations are expected to be completed by spring of 2017.
- XIII. Bidding documents are expected to be completed by May 31, 2016.
- XIV. To minimize the amount of time NCFC must close down during renovations, the architecture firm shall develop a construction program that is implemented in three phases: (i) Façade work is to take place in summer of 2016; (ii) the “bulk room” is to be renovated in the fall of 2016 and will need to be phased in a way that the remainder of the store can remain open; (iii) the “main room” is to be renovated in January or February of 2017 and will need to be carried in a way that limits close down time. Although construction will be carried out in three phases, it is preferred that one construction firm is awarded one overall construction contract covering all three phases.
- XV. The firm selected is to provide working plans/drawings for permits, contractors, and partners in the project.

Schematic Design Information:

An existing conditions plan of the building is also provided with this RFP. The attached schematic design can be divided into 3 categories, to correspond with to the three construction phases of the project:

- I. Exterior façade enhancements/repairs (see elevation schematic included with this RFP):
 - a. Brick tile and backer board, abatement of asbestos (assumed and currently being tested) board, scaffolding, preparation, trim, etc.
- II. Bulk room renovations:
 - a. Eliminate exterior door to bulk room
 - i. Remove door and angled wall
 - ii. New/infill wall opening
 - iii. Infill floor recess
 - b. Renovate bulk room
 - i. Laminate flooring
 - ii. Paint walls and ceiling
 - iii. Add new lighting and outlets
 - iv. Film on storefront glass
 - c. Wheelchair lift from grocery level to bulk room level
 - i. Wheel chair lift
 - ii. New masonry opening/header in existing wall

- III. Main room renovations:
 - a. Relocate main entranceway
 - i. Remove and dispose of door and angled wall
 - ii. Reshape floor (to swing in from street, if feasible)
 - iii. New commercial architectural door, frame and hardware,
 - iv. Miscellaneous repairs to sills, trim, walls etc.
 - b. Remove front window sill/refinish
 - i. Remove and dispose
 - ii. Foam insulation and wood work and painting
 - iii. Replace outlets in affected area.
 - c. Renovate main room
 - i. Laminate flooring
 - ii. Paint walls and ceilings
 - iii. Apply film on glass store front
 - iv. Add new lighting and outlets
 - v. Install draft curtain above entranceway

Submission Instructions:

The property will be available for inspection the week of February 15th-19th. Email Jeremiah Ward, Project Manager, at jeremiah.ward@gmail.com to set up an appointment.

Responses to the RFP must include all of the following elements:

- I. Provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address
- II. Provide a General Statement of Qualifications that responds to the project information and key project tasks given above.
- III. Personnel
 - a. list the professional and support positions and number of personnel in each position
 - b. provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.
 - c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.
 - d. Describe your firm's efforts to fulfill HCR's MBE and WBE goals of this project.
- IV. Similar Projects

- a. Provide a list of 2-3 similar projects and include the following:
 1. Name of project
 2. Client contact
 3. Owner's total initial budget
 4. Total project cost (including design/architectural fees and costs)
 5. Number of change orders
 6. Total cost of change orders
 7. Date of bid
 8. Scheduled completion date
 9. Actual completion date
- V. Special Design Concerns
 - a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA).
Provide examples
- VI. Architectural/Engineering Service
 - a. Provide information on your current workload and how you would accommodate this project.
 - b. Outline the design schedule you would implement to meet the expected construction dates.
Describe the methods you would use to maintain this schedule.
 - c. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
 - d. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.
- VII. Construction Costs
 - a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
 - b. List the steps in your standard change order procedure.
- VIII. Legal Concerns
 - a. Explain your General Liability Insurance Coverage
 - b. Explain your Professional Liability Insurance Coverage.
- IX. Fees
 - a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
 - b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Compensation:

The contract amount for the proposed work will not exceed a maximum of \$17,000 for the project completion, including all expenses—including working drawings, plans and specifications.

Contract:

The contract between NCFC and the selected architectural firm shall be AIA's Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope, which is included as an attachment to this RFP.

Submission Deadline:

Proposals are due at the close of business (5:00 pm eastern time) on Friday, February 26th, 2016.

Responses must be returned by email in pdf format and sent to: Jeremiah Ward, Project Manager, North Country Food Co-op, at jeremiah.ward@gmail.com.